



ANNUAL REPORT December 2018

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Overview and summary of milestones for the year

The main activities and achievements in the past year

- Website renewal was initiated
- A project management framework was initiated to oversee preparation for submission of a petition to the US Education Department
- Development of a communications plan
- Expansion of the CPD program
- Review and revision of CPD fees
- Outreach initiated by ACHENA’s President with other national homeopathic organizations

Executive Committee

Late this year, an Executive Committee consisting of Officers and assisted by the Executive Administrator was established in accordance with ACHENA by-laws in order to expedite the work of the Commission. The board’s internal organization was restructured and Commissioners and Officers

were assigned accordingly. It was decided that beginning in 2019, the full Commission would meet quarterly instead of monthly.

The Executive Committee assigned a special committee to develop a project management framework to oversee the preparation steps necessary to submit a petition for recognition by the USED.

During 2018, ACHENA's President launched an initiative of building unity among the national homeopathic organizations on critical issues related to homeopathic education.

Communications

Outward communication was identified as a priority and a new Commissioner joined the board in order to assist with developing and implementing a plan for this. The strategic focus of this plan was: busting the myths held by many in the homeopathic community about accreditation, the development of displays that can be used for homeopathic conferences, and website and social media development. Of highest priority was the renewal of ACHENA's website, which had not been updated for several years.

Finance

This past year saw a marked increase in accreditation and CPD program fees over the previous year, enabling membership and more active participation in support organizations that will assist ACHENA to further develop its accreditation work.

Standards

The Standards Committee oversaw the continued review of documents submitted by schools moving through the accreditation process.

Continuing Professional Development Program (CPD)

In response to the Council for Homeopathic Certification (CHC) early in the year formally requiring ACHENA approval for all homeopathic continuing education courses in order to be eligible for CEUs, the CPD Committee enhanced its capacity for processing applications for continuing education courses. The Committee also reviewed and revised its fees for the CPD program.

Looking forward

ACHENA's short and medium-term projects and activity include:

1. Continue with preparations necessary for submitting a petition for USED recognition
2. Develop a comprehensive Strategic Plan 2019-2021 that will guide all activities of the Commission, including communications and preparation for USED recognition
3. Continue to enhance organizational knowledge, skills and capacities
4. Review accreditation fees
5. Continue investigating pathways to accreditation for homeopathic schools

ACHENA
Profit & Loss Prev Year Comparison
January through December 2018

	Jan - Dec 18	Jan - Dec 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Program Income				
Accreditation Fee	8,548.64	5,310.34	3,238.30	60.98%
CPD Fee	16,705.00	2,647.62	14,057.38	530.94%
Miscellaneous Revenue	1,850.00	2,295.02	-445.02	-19.39%
Workshop Fees	100.00	0.00	100.00	100.0%
Total Program Income	27,203.64	10,252.98	16,950.66	165.32%
Total Income	27,203.64	10,252.98	16,950.66	165.32%
Expense				
Bank Charges	18.00	275.00	-257.00	-93.46%
Business Expenses				
Business Registration Fees	84.00	83.90	0.10	0.12%
Total Business Expenses	84.00	83.90	0.10	0.12%
Contract Services				
Consulting	1,080.00	0.00	1,080.00	100.0%
Outside Contract Services	8,690.25	6,415.12	2,275.13	35.47%
Total Contract Services	9,770.25	6,415.12	3,355.13	52.3%
Dues	7,240.41	2,366.00	4,874.41	206.02%
Internet	370.90	330.89	40.01	12.09%
Operations				
Postage, Mailing Service	260.74	0.00	260.74	100.0%
Telephone, Telecommunications	125.00	0.00	125.00	100.0%
Total Operations	385.74	0.00	385.74	100.0%
Paypal Fees	476.12	0.00	476.12	100.0%
Travel and Meetings				
Conference, Convention, Meeting	0.00	150.00	-150.00	-100.0%
Travel	2,090.62	0.00	2,090.62	100.0%
Total Travel and Meetings	2,090.62	150.00	1,940.62	1,293.75%
Total Expense	20,436.04	9,620.91	10,815.13	112.41%
Net Ordinary Income	6,767.60	632.07	6,135.53	970.7%
Net Income	6,767.60	632.07	6,135.53	970.7%

ACHENA
Balance Sheet Prev Year Comparison
 As of December 31, 2018

	Dec 31, 18	Dec 31, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Checking 0432	12,158.83	5,537.33	6,621.50
PayPal A/C	146.10	0.00	146.10
Total Checking/Savings	12,304.93	5,537.33	6,767.60
Total Current Assets	12,304.93	5,537.33	6,767.60
TOTAL ASSETS	12,304.93	5,537.33	6,767.60
LIABILITIES & EQUITY			
Equity			
Unrestricted Net Assets	5,537.33	4,905.26	632.07
Net Income	6,767.60	632.07	6,135.53
Total Equity	12,304.93	5,537.33	6,767.60
TOTAL LIABILITIES & EQUITY	12,304.93	5,537.33	6,767.60